Job Description

Job Title: Conference Summer Assistant

Department: Casual, Part time

Reporting to: Acting Conference Sales and Marketing Manager

The College

Homerton College was founded in the 18th Century, moved to its current location in 1894 and was granted a Royal Charter as a self-governing College of the University of Cambridge in 2010. Located within easy reach of the historic city centre, and within easy access of Cambridge mainline station, the College has over 1,000 students, a staff of around 250 and a Fellowship of about 70.

The College ethos is exemplified by a desire to ensure access for the widest range of talented students, to provide outstanding teaching and to offer financial support where we can.

Job Purpose

You will be a hardworking customer orientated person to help us deliver an excellent conference service to both our College and Conference Guests. Flexibility, a can do hands on attitude and a willingness to turn your hand to a wide variety of tasks to enable us to provide excellent customer service are all basic requirements. Ideally must be available for the entire summer season (do talk to us if you have holiday arrangements booked- we may be able to be flexible)

The role is on a casual contract and hours to be agreed. We anticipate around 25 hours a week during office hours mainly, but this could vary depending on business demands. The hours will include some weekends, Sundays particularly, to assist with check ins as required and will be paid as per the standard casual rates of pay.
Key Duties and Responsibilities:

- Assisting with Group Check ins during summer months & taking on reception duties as required
- Assisting with the set-up of rooms for conference use, including the movement and arrangement of furniture and other materials such as flipcharts.
- To liaise with internal catering operations teams and ensure good communication is maintained with kitchen and front of house teams as per up to date departmental information on the Kinetics system particularly
- Setting up check in areas as needed-preparation of all necessary paperwork/envelopes/keys
- Pre- arrange issue of key assignment with Porters for incoming groups
- Issuing all registration documentation to incoming groups and filing of same
- Dealing with onsite visitors to conference reception area with all related tasks
- Minuting daily/weekly meetings - key operational need in the summer planning meetings and following up with KX as quickly as possible
- Dealing with initial telephone event enquires and fielding to necessary staff, take messages, contact current staff/management around the grounds by phone
- Assistance with all internal signage
- Updating catering information on KX, information boards in kitchen and in print where needed
- Menu preparation, assisting with other miscellaneous onsite client event administration
- Kinetics - updating daily
- Attendance at all necessary department meetings and follow through as necessary (KX, minutes, issuing updates)
- To help Conference management team as required upon request

Ideally early June 2022 – early Sept 2022 but key availability July and August